



# Fire Safety Plan Documentation Guide

## Part 2 (of 3) Instructions for Documentation

2012 Edition  
(December 5, 2014)

## **Fire Safety Plan Documentation Guide<sup>1</sup> (2012 Edition)**

### **Part 2: Instructions for Fire Safety Plan Documentation**

This documentation guide was developed by the Fire Inspection and Prevention (FIPI) LAFC Working Group, using the Fire Prevention Officers' Association of BC (FPOABC) generic Fire Safety Plan Template Guidelines.

**Fire departments** can adopt, as is or modified, to suit their needs and local government bylaws, for use by buildings and properties within their jurisdiction.

**Your business**, when considering the use of this guide, is expected to first check with your local fire department to learn if it has a preferred format. It is to your business' benefit to use your local fire department's preferred format. It uses FSPs from all buildings within their jurisdiction that require an FSP. In an emergency, familiarity with the FSP format makes it easier and quicker for firefighters to find the information needed to respond appropriately to the emergency. If the emergency is at your business, you will appreciate every minute not spent looking for critical information.

If there is no preferred format, the use of this guide to document your FSP to meet the requirements of the BC Fire Code is supported and recommended by:

**Fire Prevention Officers' Association of BC (FPOABC)**  
**Fire Chiefs' Association of BC (FCABC)**  
**BC's Office of the Fire Commissioner (OFC)**

This guide should be used in conjunction with the following reference guides:

- The Fire Safety Plan Documentation Guide – Part 1: Collection of Relevant Information
- The Fire Safety Plan Documentation Guide – Part 3: Format Guide
- The LAFC Fire Safety Plan Review Checklist
- The LAFC Fire Hazard Identification Checklist

**Note:** Industrial occupancies and other types of occupancies need only use those parts of these documents that are applicable to their occupancy classification and operations.

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<sup>1</sup> This guide is based on the 2012 BC Fire Code and BC Building Code, which are revised approximately every six years. Before using, always check to see if this document's edition matches the current BC Fire Code edition.

These documents can assist you identify, gather, or develop, all the necessary information that needs to be included in an FSP.

All that information can then be documented following the instructions in Part 2 of this guide, Instructions for Documentation, using the format in Part 3 of this guide, Fire Safety Plan Documentation Format Guide, which includes:

- Title Page
- Table of Content
- Document Headings and Sub-Headings

Users are expected to add content to the Part 3 format guide and save as their FSP.

The FPOABC, the FCABC, and the OFC will cooperate to maintain the currency of all relevant reference documents. The most current versions can be found on the Fire Prevention Officers' Association of BC website – <http://www.fpoa.bc.ca/>

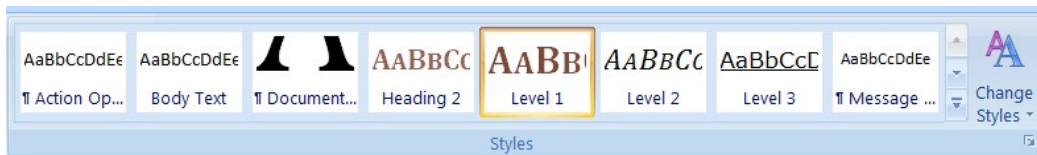
***Users require the Fire Safety Plan Documentation Guide – Parts 1, 2, and 3 – to properly document their Fire Safety Plan.***

#### **Notice**

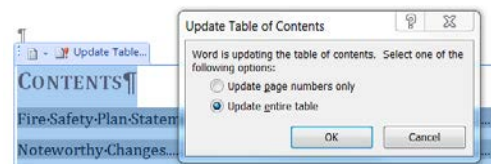
This document has no legal effect. It is intended to be a guide for preparing Fire Safety Plans for industrial and other occupancies. It does not replace any legislation pertaining to industrial and other occupancies.

## Instructions to document a Fire Safety Plan:

1. The Format Guide (Part 3 of 3) uses Microsoft Office Word Formal Style with Trek colour scheme – user is able to change to fit personal style.
2. Delete the first few pages of Part 3 so that the first page of your FSP is the Fire Safety Plan title page.
3. Insert text, tables and pictures as required beneath each section heading.
4. Delete the content guidance **red text** and replace with relevant information.
5. **Blue text** is suggested text that can be used as is, modified or deleted.
6. Table of Content can easily be upgraded if new section titles are assigned a heading (e.g., Level 1, Level 2, etc., found on the Microsoft Word ribbon (under the 'Home' tab)).

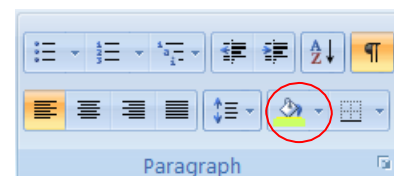


Once new section titles are added, go to Table of Content and hover the mouse over the table on the first page of the table. Once the table is highlighted, click on it. A dialog box will appear at the top of the Table of Content to update the table. Select "Update entire table" then click "OK"



7. Any **green highlighted text** between less than (<) and greater than (>) symbols requires the writer to replace the text and symbols with the appropriate information. Once the correct information is added, remove the green highlight.

Note: Highlighting was done using the "Fill" option in the "Paragraph" group of options on the Word's Home tab. To remove the highlight, select the highlighted text then click on the small down arrow next to the paint can and select "no colour."



8. Note for the initial FSP, the Initial FSP Prepared date, previous review date and current review date on the FSP Currency page will all be the same date. In the second year, the initial FSP prepared date and the previous review will be same. Finally, in the third year, all three dates will be different. The initial FSP prepared date never changes.
9. When FSP is completed update the Table of Content to get the page numbers corrected.

After all the content is added:

10. Consider creating a PDF version for distribution so that distributed copies cannot be altered.

Maintain the “Master” Word version for any revisions required during the year and as the basis for the following year’s FSP review.

11. **Single-sided printing:** Fire Department will want a single-side copy available on site for use during their inspections or in an emergency (e.g., fire).

## General Requirements for Fire Safety Planning

An FSP conforming to the BC Fire Code Division B – Part 2, Section 2.8 of the 2012<sup>2</sup> *BC Fire Code* is required for buildings or areas described in Division B – Part 2, Article 2.8.1.1.

Articles in other sections of Division B identify additional specific items that, if they exist in your operation, will require additional information in the FSP. They include but not limited to:

- Article 2.8.2.4 – additional information for high buildings within the scope of BC Building Code subsection 3.2.6.
- Article 3.1.2.6 –additional information if dangerous goods (e.g., radioactive, explosives, compressed gases, reactive) are stored or handled;
- Article 3.2.2.5 – additional information if certain products (see section 3.2.1.1) are stored indoors;
- Article 3.2.7.14(5) – additional information required for individual storage areas;
- Article 3.3.2.9 – additional information if certain products (see section 3.3.1.1) are stored outdoors;
- Sentence 4.1.6.1.(4) – additional information for spill control and drainage systems if flammable and combustible liquids stored, handled, used, and/or processed in your operations;
- Article 4.3.14.5 – additional information for storage tanks containing flammable or combustible liquids;
- Article 5.1.5.1 - additional information if processes and operations involve a risk from explosion, high flammability or related conditions that create a hazard to life safety. Hot Works, Dust-Producing Processes, Special Processes involving Flammable and Combustible Liquids and Materials, and Laboratories are examples of processes and operations captured in this section;
- Article 5.2.3.7 – additional information required for hot works
- Article 5.6.1.3 - additional information, prior to commencement of construction, alteration or demolition, is required.

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<sup>2</sup> This guide may need to be revised when the BC Fire Code is revised, typically every six years following the revision to the Canadian National Fire Code.

The FSP must meet all of the requirements of the applicable sections in the *BC Fire Code*. To that end, the use of experienced and trained employees, contractors or other individuals who are familiar with the content and design of FSPs is highly recommended.

Further, an individual with intimate knowledge of the workings and hazards associated with the individual facility or operation should be involved to ensure specific issues related to your business are addressed. In addition, a qualified professional or subject matter expert (Engineer, Architect, fire safety consultant, etc.), may be consulted to assist with development of the plan or portions of the plan. Finally, communications with the local fire department help ensure congruency with their expectations and operations, as well as providing them knowledge of the facility.

Developing and implementing a FSP demonstrates an interest in promoting fire safety. In return for resources used to develop a FSP, the incidence and impact of fire will be reduced. The FSP is crucial for worker and public safety; it is much more than a template document produced just to meet a regulatory requirement.

The completed FSP may be reviewed by the local fire department. A copy is to be retained on site in an acceptable location. The owner is responsible for implementing all aspects of the FSP, for keeping it current and applicable at all times, and for ensuring employees are well trained in its expectations.

## Common Deficiencies in Fire Safety Plans

Far too often the perception is that the FSP contractor was hired to generate an FSP by a building owner to “get the FPO off of the building owner’s back” and least expensive always seems to win the job. These FSPs contain many of the following common deficiencies noted by Fire Prevention Officers:

### 1. Formatting:

- “Cookie cutter” FSP – not specific to building and usually full of errors due to “cut & paste” from previously developed FSPs.
- Lots of extraneous “fluff” content of little or no value that should not be in the plan
- FSP is not “personalized” – it is the “fire safety plan” that says this or that needs to be done not the plan owner. How can anyone take ownership of a plan when it does not sound like “it’s their plan”? For example, the document should read “Our plan has these objectives ....” “Our objective is ...” Also, instead of using the term “occupants,” use terms that fit the occupancy, such as our employees, our visitors (or guests), our customers, our clients, our tenants to also personalize the documents.
- An FSP has ‘plan’ as the operative word. **“Plan” is defined as a ‘scheme or method of doing’ [developed in advance](#)**. The FSP must identify what the FSP owner wants done to comply with the code, not what should be done. From that perspective, many FSPs are not in a “completed” state because:
  - 3rd Party provider plan includes sections that direct the FSP owner to do something to complete the plan (e.g., develop inspection program, develop training program, etc.). The building owner typically does not complete these action items (see consultation below).
  - In some sections, FSP appears to be lecturing or educating the reader instead of providing a way of doing something.
  - Contains “fluff,” as previously mentioned (e.g., too much quoting from the Code with no solutions provided to meet the Code).
- “Should” is used way too much. Again, the FSP ~~should~~-must be action oriented. There ~~should~~-must be consultation by the FSP preparer with the FSP owner to change as many “should” to “will” or “must” as possible. It is so easy to “soften” the statement by using “should.” (See consultation below).
- FSPs are not prepared in a manner that makes it abundantly clear that it is a living document, meaning it needs to be reviewed and updated every single year, and reference throughout the year for training, inspections and other activities.

### 2. Consultation

- Often little or no input from FSP owner
  - 3rd party provider preparing FSP does not adequately engage, if at all, the building owner, agent or occupier in the preparation of the plan.
- Often little or no time spent discussing the final product with the FSP owner to ensure the owner understands what is in the plan and what the plan requires the

plan owner to do or ensure is done. The Plan is often locked away and not given another thought until the FPO asks for an update.

**3. Content**

- Not enough focus on the occupancy's fire hazards or hazmat concerns
- FSP does not address all the applicable BC Fire Code FSP requirements for the specific occupancy – that even includes requirements in BC Fire Code Section 2.8 (e.g., fire hazards)

***These guides attempt to address many of these common deficiencies and educate building owners and occupiers to the value of a properly prepared and implemented fire safety plan.***



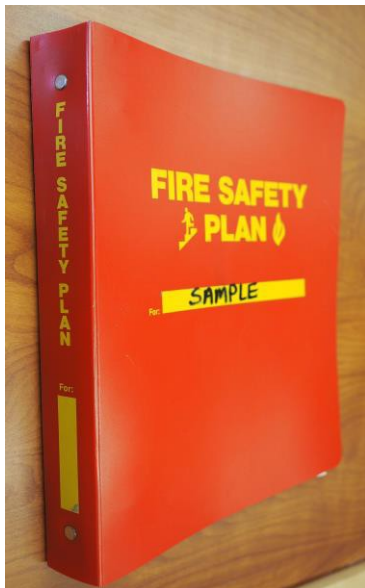
## Fire Department Fire Safety Plan Guidelines<sup>3</sup>

All buildings requiring a Fire Safety Plan (FSP) can use these guides to develop their fire safety plan unless their local fire department has a different preference. The development of the content for the FSP can be assisted by using all the applicable sections in the Fire Safety Plan (FSP) Documentation Guide (Part 1) also produced by the Fire Inspection and Prevention Initiative (FIPI) LAFC Working Group.

The Fire Safety Plan shall meet the **Emergency Planning Requirements, Current BC Fire Code and Local Regulations**. The Fire Safety Plan shall be "SITE & BUILDING SPECIFIC". All unrelated information shall be removed from templates.

### GENERAL GUIDELINES:

Fire Safety Plan Binder shall:



1. Be a standard 8.5" x 11" three ring binder, red in colour.
2. Have the wording "FIRE SAFETY PLAN" on the front and spine of the binder.
3. Have the building address displayed in large font on the front of the binder.
4. Include a cover page with the name, address and a coloured picture of the building.
5. Include, in the front of the Fire Safety Plan Binder upon review and acceptance, the Fire Department's letter or email of acceptance.

Text shall be:

- All pages shall be single sided.
- Headings; font size will be a minimum of 14 point throughout the plan.
- Text; font size will be a minimum 12 point throughout the plan site plans, floor plans, reports & checklists must be single sided.

### DRAWINGS:

Site Plan: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

Floor Plans: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

### DRAWING SYMBOLS:

Only site specific symbols shall be located on the drawings and contained within the legend.

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<sup>3</sup> Each Authority Having Jurisdiction has the latitude to alter these guidelines and formatting suggestions, as necessary, to meet their jurisdiction's needs and expectations (e.g., bylaws).

## LAYOUT:

Table of Contents

Fire Department Information

Site Plan Drawings

Floor Plan Drawings

Part 1 – Objectives of the Fire Safety Plan

Part 2 – Supervisory Staff

Part 3 – Instructions to Occupants

Part 4 – Inspection, Testing & Maintenance of Fire Protection Equipment

Part 5 – Reports and Checklists

Part 6 – Legal Basis for Fire Safety Planning

Part 7 – Definitions

Appendix – Alternative Solutions (New Construction) Any special information pertaining to the building, Hot Works etc.

## TABS FORMATTING on Index Dividers<sup>4</sup>:

Table of Contents	Red background with Black lettering
Fire Department Information	White background with Black lettering
Site Plan Drawings	Red background with Black lettering
Floor Plan Drawings	Red background with Black lettering
Parts 1 through 7–	Red background with Black lettering
Appendix –	White background with Black lettering



## CONTENT REQUIREMENTS OF FIRE SAFETY PLAN

The FPOABC suggested content has been incorporated directly into the FSP template that follows these instructions.

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<sup>4</sup> You can purchase Index Dividers with printable labels, which includes the instructions to print the labels. Use Microsoft Word to add the appropriate text to each label and shade red using Microsoft Word's Borders and Shading feature. Or you can purchase custom dividers as shown above.